



August 2015

To All Community Members of Forest Grove:

The Sustainability Commission's Community Enhancement Project Mini-Grant program is an exciting opportunity for community members, local organizations, institutions, and groups to participate in making Forest Grove a place where families and businesses thrive.

The program is open to non-profit groups, organizations, or City advisory committees. We encourage you to let us know your ideas and plans for enhancing the community through sustainability efforts.

Whether you have big ideas, small ideas, or ideas somewhere in-between, you can be sure they will be considered. Fill out the attached application and we look forward to reviewing your proposal.

Sincerely,

The Forest Grove Sustainability Commission

2015-16
COMMUNITY ENHANCEMENT PROJECT MINI-GRANT
APPLICATION INSTRUCTIONS

The following is the process for the Community Enhancement Project Mini-Grant Program:

- We are accepting applications for project proposals on an ongoing basis through April 2016. (Application form is attached)
- Paper applications must be completed and returned to City Hall, 1924 Council Street. Or email to jholan@forestgrove-or.gov.
- The Sustainability Commission will hear applicant presentation of proposed project at their monthly meeting (4th Thursday). Meetings are held in the Community Auditorium, 1915 Main Street. Presentations should be limited to 10 minutes after which the Commission will have up to 10 minutes to ask questions.
- Contracts for awarded projects will be distributed to applicant. Contracts must be executed within 60 days, or grant is forfeited.

General Instructions

- Applicants must be from community groups, non-profit organizations or City Advisory Committees to be eligible for a grant.
- All projects must be within the City's Urban Growth Boundary to be eligible for funding. Attached is a map with the City's Urban Growth Boundary outlined in black.
- Each project must meet one of eight Metro-approved criteria listed on the evaluation (attached).
- **A limit of \$500, unless approved by the commission, is being placed on the application for funding of an individual project.**
- Projects will be evaluated on how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals (attached). Sustainability is intended to have a broad definition under this program.
- Each project is evaluated by a Sustainability Plan topic area subcommittee and approved by the full Commission. Funding may be determined as fully funded, partially-funded, or not funded.
- Applicants are encouraged to limit question responses to the spaces provided on the application. Additional information may be provided during the presentation of the proposed project. Every question should have a response. If a question does not apply to your proposed project, please indicate N/A in the appropriate space.

Application packets will be available on the website at www.forestgrove-or.gov or at City Hall, 1924 Council Street, from 8:00 am to 5:00 pm Monday through Friday. Any questions regarding the application should be directed to Jon Holan, Community Development Director, at jholan@forestgrove-or.gov.

CEP - INSTRUCTION SHEET

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Applicant Information

Name of community group, organization, or committee should be listed in Sponsor Information. Contact person, phone and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal, or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. Project Title, Amount Requested and Funds needed by: Sponsor should indicate when the requested funds are required. A request for purchase can be made if the project lacks sufficient funds to start the project. Sponsor should identify the date the project will begin and when the project will be completed.
- B. Project Description: This should be a short description for the proposed program or project **including an explanation of how the CEP funds will be used.**
- C. Estimate how many community members within the boundary area will benefit, and specify who will benefit if the project is funded. Also complete the information indicating whether or not the project and/or sponsor have received Community Enhancement grant money in past years.
- D. Project Budget: Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel Services should include employee salaries, salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete project or program. Examples include postage and paper products. Capital would include major expenditures. This would include major tools, equipment or furnishings. Compute percent of total budget provided by the applicant.
- E. List the amounts and sources of the funding for the Sponsor's share of the project and whether the sponsor has secured funding from the other sources. **Reimbursement of project costs incurred prior to July 1, 2015, is not allowed.**
- F. List any on-going operations and/or maintenance costs associated with the project and indicate how these will be funded.
- G. Complete a brief description of how the project meets one or more of the eligibility criteria and how the project enhances sustainability in the City while achieving the values described in the City's Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

Project Management

After a project has been approved by the Sustainability Commission, develop a work plan with a sponsoring commission member or topic area subcommittee:

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe how the project activities have been coordinated with other individuals or organizations within the community, if applicable.

Forest Grove Sustainability Commission Mini-Grant Application

Grant Guidelines:

- Provide seed money to local organizations offering sustainability projects addressing equity, economic, and/or environmental issues Forest Grove at **no charge** to the community.
- Preference is given to groups:
 - Serving underrepresented portions of the community such as children, seniors, low-income, and Latinos.
 - Providing a substantial in-kind contribution; volunteer support and/or donation of goods and services.
 - Demonstrating reuse, repurpose, recycled or local materials
- Eligible activities consistent with the Sustainability Commission's Action Plan
- Clubs and organizations are eligible to apply
- Organizations are not required to be registered as a non-profit.



Please print clearly or type your responses.

Project Name: Forest Grove "One-Bag-a-Week" challenge contest and "Sustainability: waste less" poster contest

Organization: Forest Grove Sustainability Commission Materials Management Subcommittee

Contact Name(s): Edgar Sanchez & Leslie Lanza Contact Phone(s): (971)-221-1850 & (971)-223-9166

Address, City, State, Zip: 3839 Pacific Ave. #36, Forest Grove, OR, 97116

E-Mail Address: whiteangel545@yahoo.com leslielanza@yahoo.com

1) Description of the Project (100 words or less): Students from Forest Grove High School will be presented with the challenge to cut down their waste output for a week, and must reduce their waste as much as possible respective to their household size, in order to achieve the goal and be considered for a prize. For the poster, Tom McCall Roots and Shoots will be presented with the challenge to create a poster, with the theme being "Sustainability: What Can You Do to Waste Less?". Prizes will also be awarded for this.

2) Describe the portion of the project for which you are requesting Mini-Grant fund (50 words or less): We are requesting funds to provide winners (1st, 2nd, 3rd) monetary prizes according to their place. For the High School winners, 1st prize is \$150, 2nd prize is \$100, and 3rd is \$75. For 1 Tom McCall F 1st prize is \$50, 2nd prize is \$30, and 3rd Prize is \$20.

3) Total Amount Requested (not to exceed \$500): \$ 425 **Required by:** February 2016

4) Request for **purchase** by the City or **reimbursement** upon completion: Request for purchase.

5) Target Audience for project: Students of Forest Grove High School & Tom McCall

6) Date or timeframe of project(s): Contest: Feb. - March 7) Location: EGHS, | Tom McCall, FGSD, Forest Grove

8) How will the project be publicized: Through fliers, announcements at school, word of mouth, through Earth Club
(Notice of sponsorship is required on printed or electronic materials, at events, etc. Awardees must use the logo provided by the Sustainability Commission)

Note: The Forest Grove Sustainability Commission makes every effort to ensure that a representative will participate in a project or attend events sponsored in part by the commission. Notification in writing of changes in date/ time is required to be sent, or emailed to a sponsoring commissioner or subcommittee. If the funded event or project does not occur as scheduled, the event or project must be rescheduled — and accepted by the Sustainability Commission — or the grant will be remitted to the Commission.

Forest Grove Sustainability Commission Mini-Grant Application

9) Projected Budget

Total Estimated Costs: \$425

Categories	Mini-Grant Funds	Requesting Organization	Other (specify)
Personnel (explain): We won't be hiring anyone.	\$0	\$0	\$0
Marketing & Publicity (explain): We will be taking the winning posters and making them real-size and laminated.	\$0	\$0	\$0
Materials & Supplies (explain): We will need to make a total of 6 varying prizes for both contests	\$425	\$0	\$500 From Recology
In-Kind Contribution (explain): We will have people come in and help us make this contest big! (like Master Recyclers)	\$0	\$1,960.50	\$0
Total	\$425	\$1,950.50	\$500

10) Name of organizations that will partner or collaborate with this project:

Master Recyclers, Recology: Nature's Needs, FGSD, FGHS Earth Club

11) Number of people in the community who are anticipated to participate in this project: 500

12) How will this project benefit the residents of Forest Grove and meets one or more of the eligibility criteria? (in 25 words or less) The residents of Forest Grove (especially the youth) will see and learn ways in which to reduce their waste outputs, therefore reducing their environmental footprint. Because of this, this project meets the criteria (a), (b), (c), and (f).

Signature of applicant(s): Edgar Sanchez Leslie Lanza

Date Application Submitted: January 28th, 2016

Application needs to be submitted two weeks prior to a regular Sustainability Commission meeting (held the 4th Thursday of each month) to be considered. Applicants should plan to attend the Sustainability Commission meeting to present the request and answer questions (10 minute presentation and 10 minutes for questions).

Send application to: Sustainability Commission, P.O. Box 326, Forest Grove, OR 97116
Or email application to Jon Holan, jholan@forestgrove-or.gov.

Within 30 days of completion of the funded project or event, the applicant is required to submit the Project Summary and Evaluation to the sponsoring Sustainability Commission member or subcommittee. The report should include receipts, copies of publicity and photos, if possible. A reimbursement check, not to exceed grant amount, will be processed and distributed two weeks after receipt of Project Summary and Evaluation. A request for purchase can be made if the project lacks sufficient funds to start.

NOTE: Request for reimbursement and summary report must be received within 30 days of the completion of the event or project, or the grant money will be remitted to the Commission.

Community Enhancement Project Mini-Grant Evaluation

Evaluation Process: Following the presentation of the proposal, the Sustainability Commission will evaluate the project and allocate funds – based on criteria below and money available. Funding may be full, partial, or none.

Criteria: Projects must meet **one or more** of the following criteria to be eligible for funding. If not, the application will not be considered further.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in a *sustainability*-related upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, *sustainability* areas and programs.
- (g) Result in improvement in safety.
- (h) Benefit youth, seniors, low income persons and/or underserved populations.

Guidelines: Project enhances sustainability in the City, either economically, environmentally, or socially while achieving the values described in the Forest Grove Vision Statement and City Council Goals. Sustainability is intended to have a broad definition under this program.

COUNCIL GOALS FOR FISCAL YEAR 2015-16:

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| GOAL 1 | PROMOTE SAFE, LIVABLE, AND SUSTAINABLE NEIGHBORHOODS AND A PROSPEROUS DYNAMIC GREEN CITY |
| GOAL 2 | PROMOTE A PRUDENT FINANCIAL PLAN TO MAINTAIN EFFECTIVE SERVICE LEVELS OF A FULL-SERVICE CITY |
| GOAL 3 | PROMOTE THE INTERESTS AND NEEDS OF FOREST GROVE IN LOCAL, STATE, AND NATIONAL AFFAIRS |

